

MEMORANDUM TO: Deputy Director Support

31 May 1961

FROM : Chief, Management Staff

SUBJECT : Feasibility and Desirability of Microfilming Agency Records

REFERENCE : Memo of 10 May 1961 for DDS from Director of Logistics;  
Subj: [REDACTED] Storage Requirements

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1. As requested in your endorsement on the above referenced memorandum, the Chief, Records Management Staff has restudied the feasibility of microfilming the Agency inactive records and the following facts have been determined:

a. The Military Services do not microfilm their records as they are retired as stated in paragraph 7 of the above referenced memorandum. Instead, they send inactive records to the Federal Records Centers operated by GSA. There are now more than 2 million cubic feet of paper records from the Military Services in GSA Records Centers.

b. The Hoover Commission in its Task Force Report on Paper-work Management in 1955 stated, "The survey showed that of microfilm's many applications, 40 percent are used to save space. However, the low cost of records storage which resulted from the first Hoover Commission has made filming on most projects more expensive than the use of Federal record centers. Figures in the report show that microfilming costs on the average \$20 per 1,000 records. Since record centers cost only about 30 cents per thousand records per year, the break-even point is not reached for more than 60 years."

c. [REDACTED] of the Agency Feasibility and Programming Staff estimates that the records now stored in our Records Center could be microfilmed at an average cost of \$24.00 per cubic foot.

d. A cubic foot of records can be stored in the Agency Records Center for 68 years before the cost of microfilming is equalled (this is based upon 20 year amortization of construction cost of Records Center Building).

e. At \$24.00 per cubic foot, the cost of microfilming records now in the Center would be approximately \$1,680,000. This is about 2½ times the construction cost of our Records Center Building.

f. Less than 5% of the present Record Center holdings require retention longer than 68 years.

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2. In view of the above facts, I do not recommend microfilming of the Agency inactive records. At some future time, if the volume of permanent records becomes significant with respect to total holdings, microfilming might then be feasible and desirable.

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